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Chief, Management Staff 13 December 195[illegible]

Chief, Records Management Staff

Weekly report - Week Ending 11 December 1957

1. Contributions

a. Tangible

(1) Three installations of the Subject-Numeric Filing System were completed in OER. Four cubic feet of records were transferred to the Center and 2 cu. ft. were destroyed in the process of making these installations.

(2) Fifteen new and revised forms were completed.

(3) Completed the evaluation on 2 Employee Suggestions and recommended awards totaling $800.

(4) OER advises that as a result of our survey in April, 5 reports have been consolidated into 2 and the formats of these substantially improved.

(5) The Records Center received 216 cu. ft. of inactive records and eliminated 34 cu. ft.

2. Assignments - Active

a. Audit of Records Control Schedules.

(1) Office of Personnel.

(2) Office of Operations. The Records Control Schedule has been completed and is being reviewed by the Compact Division.

b. Installation of Filing Systems.

(1) Completed 3 installations as indicated in 1a(1).

(2) Office of Personnel. Installation being made in Personnel Evaluation Division.

(3) A review was completed of 11 installations made earlier this year. Review of other installations will be made as time permits.

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e. Forty-nine new and revised forms in process.

d. Forms Management Survey Printing Services Division.

e. Survey of Personnel-type Vital Records. Revision of the Deposit Schedule for the Office of Personnel and OTR is being accomplished.

f. Shelf File Installations.

(1) Personnel. Office of Communications.

(2) Engineering Division, Office of Communications.

(3) Office of Comptroller, Finance Division.

(4) Medical Staff. A review is being made to determine if there will be any advantages in converting the present files, which are housed in non-GSA cabinets, to shelf filing.

g. Review of Requisitions for Filing Equipment.

3. Assignments - Inactive

a. CI/OA Space Layout and Equipment Survey.

b. Industrial Register, Shelf File.

c. Office of Security, Shelf File.

d. Map Library Division/ORR, Shelf File.

e. Film Index Graphics Register, Special Card File.

f. Equipment Index (Cards), Engineering Division/ Comm.

4. News

a. Interest in Effective Writing continues; the Office of Communications was supplied with 20 copies of PLAIN LETTERS.

b. One member of the Staff attended the 7th Meeting of the Government-wide Correspondence Work Committee.

c. One member of the Staff attended the exhibition of the Verifax Copying Machine presented by representatives of Eastman Kodak Corporation.

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